

## **Job Description**

<b>Job Title:</b>	<b>Finance Assistant</b>
<b>Responsible to:</b>	<b>Senior Accounts Assistant and Head of Finance &amp; Resources</b>
<b>Hours of work:</b>	<b>37.5 hours per week Monday to Friday.</b>
<b>Holidays:</b>	<b>24 days per year plus bank holidays (18 days pro-rated for contract period)</b>
<b>Probationary period:</b>	<b>6 months</b>
<b>Contract Type:</b>	<b>Fixed term 9 months</b>
<b>Grade:</b>	<b>C</b>

### **Background Information**

Raystede Centre for Animal Welfare, established in 1952, is a charity that aims to give animals a better life through rehoming, rehabilitation and sanctuary, and give people the support and knowledge they need to treat animals with care and respect. We care for more than 400 animals every day, including cats, horses, dogs, rabbits, hens and exotic birds. We help most of the animals find new homes but also provide life-long sanctuary for those animals that cannot be rehomed. Our beautiful 43 acre site is open for visitors to get a unique glimpse into a working animal welfare centre.

Animals are at the heart of everything we do but we could not care for them without our expert and dedicated team of staff and volunteers. Surrounded by animals, lakes, trees and fields with a café, shops, parking and many other benefits, Raystede is an uplifting and rewarding place to work.

### **Main Purpose of the role:**

To support all areas of finance and administration for the organisation, specifically accounts payable, cash management and banking.

### **Key Tasks**

- Managing accounts payable, including coding and processing supplier invoices in DEXT PREPARE.
- Dealing with supplier queries.
- Reconciling supplier accounts to statements.
- Process weekly bank payment runs.
- Processing and posting transactions made on company credit cards.
- Assisting with collection of cash from donation points around our site, and preparation for banking.
- Preparation of other banking as necessary.
- Raising and e-mailing sales invoices.

- Assisting in other areas of the Finance department's work, including reconciliations, as required.
- Supporting the wider aims of the Charity and from time to time carrying out other general duties as may reasonably be required by the Senior Accounts Assistant, Head of Finance or Chief Executive.

# Raystede Centre for Animal Welfare

## Person Specification

Post Title: Finance Assistant

	Essential	Desirable	Method of Assessment/ Source of Information
Education and Qualifications	<ul style="list-style-type: none"> <li>• Full Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• AAT level 3</li> </ul>	Application Certificates
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Knowledge and experience of finance procedures, especially accounts payable, cash handling and banking.</li> <li>• Good working knowledge of accounting software.</li> <li>• Very good working knowledge of MS Office and Excel in particular.</li> <li>• Attention to detail and high level of accuracy.</li> <li>• Proven application of sound and effective customer care skills including face to face, on the phone, and written communications.</li> <li>• Working with members of the public or within a visitor environment.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a Charity environment.</li> <li>• Good working knowledge of XERO accounting software.</li> </ul>	Application Interview
Key Skills and Abilities	<ul style="list-style-type: none"> <li>• Proven communication skills, written and oral.</li> <li>• Ability to work within a diverse team and build excellent working relationships.</li> <li>• Ability to manage personal deadlines and prioritise a demanding workload.</li> <li>• Ability to manage relationships with tact and diplomacy.</li> <li>• Excellent attention to detail.</li> </ul>		Application Interview
Personal Attributes	<ul style="list-style-type: none"> <li>• Personable, sociable and people oriented.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of animal welfare issues</li> </ul>	Application Interview

	<ul style="list-style-type: none"> <li>• Proactive and self-motivated with the ability to think creatively.</li> <li>• A positive outlook and a “can do” attitude.</li> <li>• Dedication, commitment and tenacity.</li> <li>• Empathy and understanding of the love for animals.</li> <li>• A commitment to equal opportunities and anti-discriminatory practice.</li> <li>• Change orientated approach to work</li> <li>• Ability to make decisions when dealing with often constant and conflicting demands on time</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• To have a flexible approach to working hours.</li> <li>• Availability of vehicle for work use and in possession of a current, clean driving licence.</li> </ul>	Application Interview	
<p><b>You should be aware of the confidential nature of the some of the work carried out at Raystede, details of which must not be disclosed to any unauthorised person.</b></p>			